

BUILDING CONSTRUCTION OVERSIGHT COMMITTEE MEETING MINUTES

July 9, 2013

Village Hall Conference Room A

CALL: Trustee Baum called the meeting to order at 5:00 p.m.

ROLL CALL: Chm. Baum, Trustee Member Werderman (5:35 p.m.), Member Jim Hansen, and Building Inspector Guttman (absent & excused). Also present were Park & Recreation Dir. Casperson, Park & Recreation Supervisor Masiarchin, Highways, Parks, Bldg. & Grounds Superintendent Olszewski, Bldg./Grounds Foreman Anderson, and Secretary Wick.

PREVIOUS MINUTES:

MOTION made by Hansen, seconded by Casperson to approve the Minutes of May 7, 2013.

Motion carried unanimously.

SPASSLAND PARK PROJECT – REVIEW AND ACTION ON SPASSLAND PARK SHELTER BIDS: Chm. Baum summarized the Spassland Park Shelter Construction project as bidders were instructed to submit bids for the complete scope of work with general contractor oversight and individual trade contractors for only a portion of the work. There was a choice to award the contract to a general contractor for all trades or an individual trade contractor for each separate trade. Four bids were received ranging from \$134,748 to \$226,127.

Park & Rec Dir. Casperson justified rejecting all bids as they exceeded the budget. Total approved for the entire budget was \$187,000 in which \$92,000 had already been spent. Park & Rec Supervisor Masiarchin stated the original budget established in 2011 was \$225,000 for a design to build shelter. In 2012, the former Rec. Director switched the shelter project to a kit at a budgeted amount of \$165,000. Review of the project this year it was found there were some issues with concrete work and a couple of items omitted. The Rec Dept. established quotes for all of the specific works of trade with the intention that the Village would be the general contractor and solicit bids for each individual trades.

Bid documents allowed for two options:

- 1 – The general contractor could submit a bid with his own subs;
- 2 – Subcontractors could submit a bid for their specific trade;

The thought was hopefully to get a general contractor whose services would cost less than individual subcontractors. No individual trade contractors bid.

Committee member Hansen questioned whether staff could pick up any other scope that would not be charged to the budget. Park & Rec. Dir. Casperson stated whatever services staff could provide, materials would still need to be paid for. As for grading and concrete, there were many portions that could be done and some that should not be done due to liability.

Park & Rec. Dir. Casperson along with staff believed there were three options for the shelter bids.

- A. Accept the bid and determine where to obtain additional funding;
- B. Reject all bids and seek individual contractors;
- C. Store the shelter kit & rebid the project in January, 2014 when hopefully bids may be lower.

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Rec. Supervisor Masiarchin conferred with the Village Attorney who stated if all bids were rejected, staff would have to publicly notice that the Village was again soliciting bids. Staff could send out bids for all the individual scopes of work and then could contact the original contractors who submitted bids along with anyone else who wanted to place a bid and bring those options back to the Committee. Documents could be sent via the Village's website at no fee or they could pick up plans and specs at the Village Hall for a nominal fee. Discussion continued on how quotes were figured for budgeting purposes. Park & Rec Dir. Casperson stated if the direction was to publicly bid the project again, he would work closer with potential contractors.

Supt. Olszewski stated if the Committee chose to re-bid the project, there was a timeline factor. Once all approvals are met, construction could start middle to late August.

Trustee Werderman arrived at 5:35 p.m.

Chm. Baum summarized discussion to Trustee Werderman up to his point of arrival.

Discussion followed on:

- Could the Village request the apparent contractor to work with certain subcontractors to minimize costs on various trades;
- Were any other funds to put toward the project; Park & Rec. Dir. Casperson stated there was \$21,000 of Village funds that had not been allocated to any one department.
- It wouldn't be the worst thing to finish the project late in the year setting aside the money issues;
- Suggest rejecting all bids, contact subcontractors for pricing and work with the Finance Director for additional funding;
- Simple changes could be made with plumbing prices, possibly changing brands on fixtures;
- It was thought that the cost to obtain plans and specs through A& E Graphics were costly for subs to individually bid. The specs can now be placed on the Village's website to be downloaded or be picked up at the Recreation Dept.
- Does the Village want individual contractors or a general contractor overseeing everyone; The Dept. would feel more comfortable with a general as it would put the liability on the general contractor.

Trustee Werderman contacted the Village Attorney during the meeting to question if staff could legally pull the plumbing and earthwork from the bid tabulation as deducts and contract direct with the trades who had quoted better pricing during the budgeting stage for this project.

The Village Attorney responded by stating you would have to award the project based on the low bid. You cannot award the contract to the low bidder and omit select items and award those trades to someone else at a reduced value. If the trades were bid individually under the alternative method, staff would have the opportunity to pick and choose your low bidders.

Park & Recreation Supervisor Masiarchin vacated his seat at 6:15 p.m.

Discussion continued.

Park & Recreation Supervisor Masiarchin returned to his seat at 6:35 p.m.

MOTION made by Werderman, seconded by Hansen to reject all bids for the Spassland Park Shelter Project and rebid the project due to a material change in the project.

Park & Rec. Dir. Casperson stated he spoke with the Village Attorney asking for options which included sending specs and plans to subcontractors. As bonding seemed to be a deterrent for the small companies, the Attorney stated the project could be set up at a 5% contingency on their estimate vs. bid bonding. The bid process would still be a sealed bid format.

The Committee suggested Park & Rec. Dir. Casperson contact the subcontractors who originally submitted quotes for budgeting purposes and have them look at the full set of plans prior to going out to bid to see if numbers changed and if so, why. Park & Rec. Dir. Casperson stated he would also send the plans to the competitors for their pricing. By offering plans and specs via the Village's website, should make it easier for the smaller companies to bid. Discussion followed on including volunteering alternates for value engineering.

MOTION made by Werderman, seconded by Hansen to *amend* the Motion to advertise the Spassland Park Shelter Project on Thursday, July 11, 2013 and adjust the bidding documents to clarify the intent of work by others, and, add a category under the alternates to note voluntary alternate: bidding contractors may provide value engineering options for consideration.

Motion as *amended* carried unanimously.

Original Motion carried unanimously.

The next Building Construction Oversight Committee will be held Tuesday, July 30, 2013 at 6:00 p.m. to review all bids.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:02 p.m.

Janice Wick
Recording Secretary